



Directorate of Human Resources

Disability Separations

Orders for separation must be requested at the Transition Center. All required documents, a DA Form 31 signed by the Company Commander (print a copy before the leave form goes to the Battalion HQ), the Disability Separation Date Counseling Form plus the Personal Information Sheet will be turned in to the Transition Center.

The document checklist, Personal Information Sheet and Disability Separation Date Counseling Form are available on the Transition Center home page.

The Physical Disability Information Sheet (sometimes called an approval memo) shows the no later than (NLT) separation date. You may choose to separate on any date up to, and including, that date.

Do not choose the last day of the month as a separation date. If you do, you will forfeit one month of VA disability compensation.



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Soldiers being separated for disability are authorized up to 20 days permissive temporary duty (Battalion Commander may authorize fewer days).

When choosing a separation date, do not use the ETS balance from your LES. Use the Credit balance. Don't forget to add 2.5 days for each month through your new separation date.

Your unit leadership will be able to assist you in determining your new separation date. The Disability Separation Date Counseling Form is for this purpose and must be turned in to the TC when you request orders.

Continue to the next page for an example of how to determine leave and separation dates.



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Choosing a Separation Date

Still in the Army on-

1-6 of the month

Accrue .5 days

7-12 of the month

Accrue 1 day

13-18 of the month

Accrue 1.5 days

19-24 of the month

Accrue 2 days

25-last day of the month

Accrue 2.5 days

Example- Today is 1 May. NLT separation date is 2 September. You have 30 days accrued leave as of today. The Bn Cdr will authorize ten days PTDY. You will require no more than ten days to out-process the installation.

30 days accrued leave plus plus ten days PTDY plus ten days to out-process= 50 days

Starting with today's date, go forward 50 days to June 19. Using the table above, add 2.5 days accrued leave for May and 2 days accrued through June 19 (four days as you cannot use a half day). Your new separation date will be 23 June.